

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST I -
Insurance Discrepancy Resolution

SALARY GROUP: B14

DEPARTMENT: Human Resources Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Nancye Gardner DATE: 09/01/2015

POSITION #: 004434

I. JOB SUMMARY

Performs entry-level human resources management work. Work involves assisting in the administration of a human resources management program and ensuring compliance with state and federal laws and regulations. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Researches and reconciles insurance and flexible spending account (FSA) coverage discrepancies; reviews and audits completed financial records for accuracy and conformance with Group Benefits Program (GBP) policies and procedures; and provides appropriate documentation to the Employees Retirement System of Texas (ERS).
- B. Monitors accounting and insurance documents in progress; reviews and processes insurance edit and coverage documentation ensuring conformance to agency and state regulations; and reviews and records pre-tax and after-tax payroll adjustments and refunds.
- C. Researches human resources records; compiles supporting documentation; prepares forms, correspondence, and reports; and maintains files and records to include automated information systems.
- D. Assists administrative, supervisory, and technical staff regarding the interpretation and application of insurance rules and the processing of insurance transactions; and provides technical assistance in the program area.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Human Resources, Business Administration, Accounting, Finance, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience.
3. Accounting, bookkeeping, or financial operations experience preferred.
4. Experience in accounting procedures associated with a benefit program preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of the principles and practices of human resources management.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of automated accounting practices and techniques preferred.
5. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems preferred.
6. Knowledge of the Group Benefits Program and related policies and procedures preferred.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to interpret and apply rules, regulations, policies, and procedures.

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11. Skill in problem-solving techniques.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to prepare and maintain complex records and files in an automated system.
14. Skill to review technical data and prepare technical reports.
15. Skill to plan work in order to meet established guidelines.
16. Skill to accurately perform accounting functions associated with a benefits program.
17. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
18. Skill to operate a 10-key calculator by touch.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.